



DATE: November 14, 2013

TO: All Interested Applicants

FROM: City of Anna, Texas

SUBJECT: Notice of Job Opening

Applications are now being accepted for the position of **Planner II.**

Duties: Under general supervision of the Director of Planning, performs professional review of zoning, platting, and related development applications; reviews and interprets long range and comprehensive plans and development regulations; develops municipal planning documents and plans including amendments to the comprehensive plan, small area plans, and development ordinances; performs special planning projects, enforces zoning and subdivision ordinances, and provides staff support to appointed boards and commissions.

Education, Training, and Experience: Bachelor's Degree in Urban Planning, Public Administration, Landscape Architecture or related field, and two (2) years previous experience in urban planning, municipal planning, or land development planning and project development; or an equivalent combination of training, education, or experience.

Pay Rate: Starting salary between \$21.64 and \$24.04 per hour DOQ. This is a FLSA non-exempt position.

Hours: Monday–Friday 8-5 with occasional meetings after hours.

To Apply: Submit a current resume and the City of Anna Application Form which may be picked up at 101 North Powell Parkway in Anna or downloaded from the Human Resources section of City's web site at www.annatexas.gov. Please deliver all the application materials in person to Stephanie Beitelschies at 101 North Powell Parkway in Anna or mail to: Human Resources, Attn. Stephanie Beitelschies, P.O. Box 776, Anna, Texas 75409-0776.

Closing Date: Open until filled. First application review will occur December 9, 2013.

The City of Anna is an Equal Opportunity Employer